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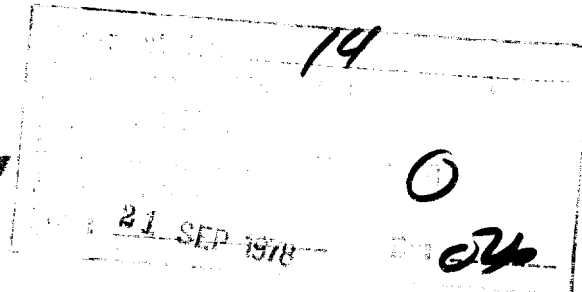
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Director of Training  
THRU : Director of Security  
Office of the Comptroller

12 September 1956

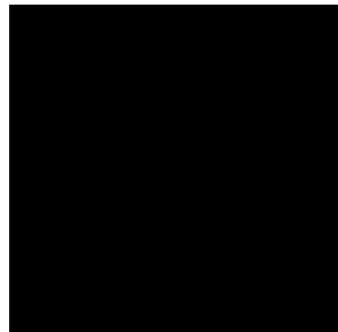
Request for Training at Non-CIA Facility

REF : Attached Forms 51-133



1. It is requested that the following Machine Records Division personnel be sponsored by the Office of Training for Course Number 3-565, Data Processing on Electronic Computers I, at the U. S. Department of Agriculture Graduate School:

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<u>Name</u>	<u>Title</u>
	Tabulation Project Planner
	Tabulation Equipment Operator Supervisor
	Tabulation Equipment Operator Supervisor
	Tabulation Project Planner
	Tabulation Equipment Operator Supervisor
	Tabulation Equipment Operator Supervisor
	Tabulation Equipment Operator Supervisor
	Tabulation Equipment Operator Supervisor
	Tabulation Equipment Operator Supervisor
	Tabulation Project Planner

2. The Machine Records Division, Office of the Comptroller, prepares over one hundred (100) machine reports each month for the various Offices of the Central Intelligence Agency. Requests for additional machine reporting services are received almost every day.

3. In order for the Machine Records Division to provide the most efficient service, the Planning Staff and the Branch Chiefs must keep up to date on the latest types of machine reporting equipment.

4. Course Number 3-565, Data Processing on Electronic Computers I, at the U. S. Department of Agriculture Graduate School, covers Electronic Data Processing Machines generally. This course will provide a broad understanding of this new type of equipment. The following is an outline of the course:

"Provides a basic understanding of the capabilities and limitations of large-scale, high-speed electronic digital computers in general. Description of equipment presently available. The instruction code cited is that of the Univac system. Covers the following: types of computing equipment; organization of an electronic data processing system; notation and information units; machine functions; the Univac instruction code; logical flow charts; basic computer coding; coding techniques for standard operations; use of auxiliary equipment."

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5. These employees are in supervisory and planning positions in the Machine Records Division. This course will be an integral part of their training; they have been scheduled for further training in their field.

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Attachments:

10 forms 51-113, "Request for Training at Non-CIA Facility"

Distribution:

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- 1 - Office of Security
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- 1 - Office of the Comptroller
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# MISSING PAGE

ORIGINAL DOCUMENT MISSING PAGE(S):

ATTACHMENT